



ADOPTED

BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

44 January 7, 2014

SACHI A. HAMAI
EXECUTIVE OFFICER

January 07, 2014

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, California 90012

Dear Supervisors:

ACCEPT STATE FUNDS UNDER CALIFORNIA PROPOSITION 63 (MENTAL HEALTH SERVICE FUND) (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The California Department of Veterans Affairs (CDVA) will award the Department of Military and Veterans Affairs Proposition 63 funding in the amount not to exceed \$25,000 to fund one full-time equivalent (FTE) position for the Veteran System Navigator Program for mental health outreach activities. The grant covers the period of January 1, 2014 through October 31, 2014.

IT IS RECOMMENDED THAT THE BOARD:

- 1. Accept the Proposition 63 funds in the amount of \$25,000.
- 2. Authorize the Director of Department of Military and Veterans Affairs (DMVA) to use the funds for mental health outreach activities.
- 3. Delegate authority to the Director of the Department of Military and Veterans Affairs or her designee to amend the contract with the CDVA, as necessary, to accept for additional funding should such funds become available. County Counsel and the Chief Executive Officer or his designee's approval will be obtained prior to execution of any such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose is to administer the implementation of the Veteran System Navigators. System Navigators for Veterans is a program established in 2009 that assists Veterans transitioning from military to civilian life (combat to community), including Veterans having difficulty with re-integration which require assistance with employment, education, socialization, children and family issues, substance abuse, domestic violence and homelessness. This program works with Veterans and their families to help them identify their needs, develop an action plan, access knowledgeable service providers, and join a support network.

Board approval is required to accept grant funds from CDVA.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Goal 3: Integrated Services Delivery, to maximize the opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services and the mission of this Department.

FISCAL IMPACT/FINANCING

The recommended actions will have no impact on net county cost. The program is fully financed by California Proposition 63 funds and included in the Department's annual budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

California Proposition 63 (now known as the Mental Health Services ACT or MHSA), passed in 2004, provides increased funding for personnel and other resources to support County mental health programs. DMVA initiated action to obtain a portion of those monies from CDVA to provide services to returning combat veterans.

Following DMVA's efforts, the CDVA awarded \$60,000 to DMVA on 09/23/09 to fund one FTE position for the Veteran System Navigator Program which is automatically renewed for successive Fiscal Years. Concurrent with this funding, one additional FTE position was funded by the Chief Executive Office to start the program and included in the FY 2009-2010 Budget. CDVA continued Proposition 63 funding for subsequent years (October 1, 2011 through September 30, 2012) in the amount not to exceed \$60,000 and (October 1, 2012 through September 30, 2013) in the amount not to exceed \$55,000. For period covering January 1, 2014 through October 31, 2014, the Department submitted an application and will be awarded the amount not to exceed \$25,000. Payment will be made in accordance with an agreement between DMVA and CDVA which memorializes the use of the funds. The agreement will be substantially similar to Attachment A to this Letter.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will enhance current services and ensure continuation of the Department's mental health outreach activities.

The Honorable Board of Supervisors 1/7/2014 Page 3

CONCLUSION

Upon approval of this request, please instruct the Executive Officer, Board of Supervisors to send the original Board letter and attachments as soon as possible to:

Department of Military and Veterans Affairs Attention: Ruth A. Wong, Director 1816 S. Figueroa Street Los Angeles, California 90015

Respectfully submitted,

RUTH A. WONG

Acting Director

RAW:rb

Enclosures

Executive Officer, Board of Supervisors
 County Counsel
 Chief Executive Officer

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STATE OF CALIFORNIA STANDARD AGREEMENT STD 213 (Rev 06/03)

STD	213 (Rev 06/03)		AGREEMENT NUMBER 13XS0010
			REGISTRATION NUMBER
1.	This Agreement is entered into	between the State Agency and the Contractor nam	ned below:
	STATE AGENCY'S NAME		
	California Department of Veter	ans Affairs	
	CONTRACTOR'S NAME		
	County of Los Angeles		
2.	The term of this Janu	ary 1, 2014 through October 31, 2014	
	Agreement is: or u	pon approval, whichever is later	
3.	The maximum amount \$ 25	5,000.00	
	of this Agreement is:	wenty five thousand dollars and zero cents	
4.	The parties agree to comply with part of the Agreement.	the terms and conditions of the following exhibits	which are by this reference made a
	Exhibit A – Scope of Work		1 page
	Exhibit A- Attachment 1 Progra	am Narrative	2 pages
	Exhibit B - Budget Detail and	1 page	
	Exhibit B – Attachment 1 Budg	et Form	2 page
	Exhibit C - General Terms and	3 pages	
	Check mark one item below as	Exhibit D:	
	X Exhibit - D Special Terms Exhibit - D* Special Term	s and Conditions (Attached hereto as part of this ages and Conditions	greement) 4 pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	California Department of General Services Use Only	
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, par	00.77000 000 0117	
County of Los Angeles		
BY (Authorized Signature)	DATE SIGNED(Do not type)	
≤		
PRINTED NAME AND TITLE OF PERSON SIGNING		·
Ruth Wong, County Veterans Service Officer		
ADDRESS		
1816 S. Figueroa Street		
Los Angeles, CA 90015		
STATE OF CALIFORNIA	1	
AGENCY NAME		
California Department of Veterans Affairs		
BY (Authorized Signature)	DATE SIGNED(Do not type)	
<u> </u>	·	
PRINTED NAME AND TITLE OF PERSON SIGNING	☐ Exempt per:	
Alicia Bugarin, Assistant Deputy Secretary, Financial Servi		
ADDRESS		
1227 O Street, Sacramento, CA 95814		
1227 o oucos, oucramento, eri 75014		

EXHIBIT A SCOPE OF WORK

- 1. The County of Los Angeles (hereinafter "Contractor") shall provide the California Department of Veterans Affairs (hereinafter "CDVA", the "State", or "CalVet" as required by context) with the mental health outreach activities described herein, including Exhibit A Attachment 1, in accordance with the Department of Mental Health (DMH) Proposition 63 funding award granted by CDVA.
- 2. The contract managers are responsible for the administration of this contract and shall respond to all inquiries regarding the governing provisions of the contract during the term of this contract. The contract managers shall be:

CDVA

Phillip Leggett, Mental Health Coordinator California Department of Veterans Affairs 1227 O Street, Room 105 Sacramento, CA 95814 (916) 503-8327

Contractor

Ruth Wong, County Veterans Service Officer Los Angeles County Veterans Service Office 1816 S. Figueroa Street Los Angeles, CA 90015 (213) 744-4827

Contract Managers may be changed by issuing a 20-day prior written notification and shall not require a formal amendment to this Agreement. The notifying party shall provide complete contact information for the replacement Contract Manager including, name, title, mailing address, phone, fax number, and email address.

All other changes require a formal written amendment to this agreement.

- Contractor agrees to conduct mental health outreach activities in the County of Los Angeles with an emphasis on the newly discharged service members who have served in Iraq and Afghanistan, and National Guard and Reserve service members that have been deployed.
- 4. The purpose of this outreach is to direct these veterans and soldiers into the United States Department of Veterans Affairs (VA) healthcare system and get them screened for any mental or physical health problems that they may have.
- 5. Contractor shall document, on a daily basis, all mental health outreach by using the veteran's reintegration forms that have been provided by CDVA, Veterans Services Division for input into the Veteran Reintegration Management System (VRMS).
- 6. Contractor shall collect veteran information by using the reintegration form even if the veteran or service member does not live in the County of Los Angeles. Contractor shall send all collected information to the Veteran Services Division Mental Health Coordinator on a quarterly basis.
- 7. Contractor shall submit a quarterly Status Report via electronic submission to the Mental Health Coordinator on the dates listed in Exhibit B, number 5. The report shall include a detailed description of outreach efforts performed by the County of Los Angeles, and the usage of mental health services by recently separated veterans.

EXHIBIT A Attachment 1-Program Narrative

Department of Military and Veterans Affairs Prop 63 Veterans Navigator Program

Program Narrative

Section A: Statement of Need

Combat operations in Iraq, Afghanistan have involved over 2 million U.S. military men and women. Many were exposed to combat stress and suffered injuries both visible and invisible. These experiences produced emotional challenges and for some long-lasting abnormal behaviors such as isolation, self- medication, alcohol and drug abuse leading to criminal behavior in a few instances. Mental Health best practices demonstrate that early mental health intervention and targeted treatment can help these individuals and families fully recover and lead quality and productive lives. Children and particularly impacted by the emotional challenges facing the family, therefore early intervention and treatment can prevent permanent scars.

Section B: Proposed Service/Project

The Veteran Navigator program focus is on the county's large (400,000) veteran population. Over 25,000 of these veterans served in Iraq and Afghanistan. Many served multiple tours of duty and suffer from visible and invisible injuries including mental health disorders such as Post Traumatic Stress Disorder and Traumatic Brain injury. Some are homeless living in temporary shelters, automobiles, or use the local emergency rooms as a respite. Priority will be given to combat veterans and their families who have recently discharged from the military and are now transitioning from combat back in the community.

Section C: Proposed Implementation Approach

The Veterans Navigator program will provide early intervention and services by assisting veterans with filing compensation claims, provide referral to mental health providers, help in finding permanent homes, and guiding veterans and families in need of medical services. The Veteran Navigators are VA accredited experienced County Veteran Service representatives. They are knowledgeable in local, state and federal veteran's benefits and are skilled in navigating the mental health system. Working in collaboration with the County Department of Mental Health and the Veterans Administration, the Navigators provide timely and professional mental health assessment and referral for intervention and treatment. The Departments of Military and Veterans Affairs and Mental Health have a Memorandum of Understanding since 2009 that defines the administration of the Veteran System Navigator Program (see attachment). Besides, the department partner with faith-based organizations, law enforcement, as well as training and job placement agencies. As the respected leader of military and veteran's affairs, the Veteran Navigators communicate regularly with non-profit and veteran organizations within the community.

Section D: Performance Assessment and Data

Veteran Navigators will engage veterans and families in the community at shelters, hospitals Stand Downs, post deployment briefings, and other settings where veterans congregate. Indicators of veterans' progress including reintegration adjustment progress, surveys, customer feedback, enrollment in Mental Health programs and quality of life indexes will be measures. (See attachment B and E for Navigator Survey and Performance Assessment).

EXHIBIT B BUDGET DETAIL AND PAYMENT PROVISIONS

- 1. The total amount to be paid to the County of Los Angeles under this contract is \$25,000.00.
- 2. The State agrees to make the following periodic payments:
 - A. The first payment shall be made upon approval of the contract in the amount of \$6,250.00.
 - B. The remaining three payments shall be made upon receipt of quarterly invoices by the Veterans Services Manager.
- 3. Future quarterly payments shall only be provided upon receipt of the quarterly invoice along with the appropriate reports specified in Exhibit A. Invoices shall include the County name, address and telephone number, and Agreement Number <u>13XS0010</u>. Invoices that do not contain, as a minimum, the above information may be denied and returned to the County.
- 4. See Exhibit B Attachment 1 for further budget detail regarding how the county will make use of the grant funding.
- 5. Quarterly invoices shall be submitted to the Contract Manager no later than the following dates:
 - A. April 30, 2014
 - B. July 31, 2014
 - C. October 31, 2014
- 6. All quarterly invoices shall be submitted as follows:
 - A. An original invoice to:

California Department of Veterans Affairs Attention: Accounting, 4th Floor 1227 O Street Sacramento, CA 95814

B. A copy of the original for approval of payment to:

Stewart MacKenzie, Veterans Services Manager California Department of Veterans Affairs 1227 O Street, Room 105 Sacramento, CA 95814

7. BUDGET CONTINGENCY CLAUSE: It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to (Should be the same county listed in number 1 above) or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State; or, offer an Agreement amendment to Contractor to reflect the reduced amount.

8. PROMPT PAYMENT CLAUSE: Payment will be made in accordance with and within the time (45 days) specified in the Government Code, Chapter 4.5 (commencing with Section 927).

EXHIBIT B ATTACHMENT 1-Budget Form

Los Angeles County Department of Military and Veterans Affairs Pro 63 Veterans Navigator Program Budget Form A. Personnel							
Veterans Claims Assistant I	\$19.37	87 Hours	12 Months	\$20,222.00			
B. Fringe Benefits			Total	\$20,222.00			
Component	Rate						
County Retirement	\$ 7.00	\$ 84	nual Wage	Cost \$ 84.00			
Unemployment Insurance	\$ 11.00	\$ 132	· · · · · · · · · · · · · · · · · · ·	\$ 132.00			
Disability	\$ 14.00	\$ 168		\$ 168.00			
OASD/Medicare	\$ 10.00	\$ 120		\$ 120.00			
Health Insurance	\$ 20.00	\$ 240		\$ 240.00			
Dental Insurance	\$ 5.00	\$ 60		\$ 60.00			
Life insurance	\$ 10.00	\$ 120		\$ 120.00			
Workers' Compensation	\$ 39.00	\$ 468		\$ 468.00			
Options	\$109.00	\$1,308	· · · · · · · · · · · · · · · · · · ·	\$ 1,308.00			
December 2015			Total	\$ 2,700.00			
C. Travel							
Location Headquarters	Purpose Mental Health	52 cents/m	Mileage Only)	Cost			
Ticauquarters	outreach activit			\$ 624.00			
	Outredell delivit	100 miles/	monur				
			Total	\$ 624.00			
D. Supplies				A Summarian Age of the second			
Items		Rate (Cost x Montl	18)	Cost			
Office Supplies			\$ 314.00				
	The state of the s		Total	\$ 314.00			
E. Contracting							
Name	Service		Cost/Individual x	Cost			
Not applicable		Indi	vidual x Days)				
1vot applicable							
F. Other			Variation of the second				
Item 1		Rate		Cost			
Information Technology	\$ 55.00 x 12 M			\$ 660.00			
Services							
Administrative Services	vices \$ 40.00 x 12 Mo.			\$ 480.00			
Totals			Total	\$1,140.00			
Totals Section A: Personnel	\$20,222,00	Section D. C.		¢ 214.00			
because A. reisuillei	\$20,222.00	Section D: Supp	nes	\$ 314.00			

Section B: Fringe Benefits	\$ 2,700.00	Section E: Contracting	0.00
Section C: Travel	\$ 624.00	Section F: Other	\$ 1,140.00
		Total Requesting	\$25,000.00

Los Angeles County Department of Military and Veterans Affairs Prop 63 Veterans Navigator Program Budget Narrative

Section A: Personnel

The DMVA Pro 63 Navigator will consist of one full time (1) accredited Veterans Claims Assistant I who will work as a navigator with the Navigator Program (Department of Mental Health Prop 63). This position will be a key role in identifying, counseling, referring and monitoring veterans identified through referrals (county agencies, law enforcement and other service providers)

Section B: Fringe Benefits

Fringe Benefits includes, health insurance, dental insurance, life insurance, unemployment insurance, Medicare and Options.

Section C: Travel

Veterans Claims Assistant I will travel throughout the County of Los Angeles using personal vehicle to; outreach presentations at VA facilities, travel between County service offices and attend outreach events sponsored by local agencies. Travel expenses include mileage at state approved rates.

Section D: Supplies

Office supplies include consumable supplies such as printer supplies, paper, and writing instruments. A cellular phone is issued due to the mobility of the VCA I in addition to a data card for internet access required for VETPRO.

Section E: Contracting

Not applicable

Section F: Other

Information Technology Support (hardware & software) is provided by the County of Los Angeles Department of Internal Services at a flat fee of \$110 per month per user.

EXHIBIT C GENERAL TERMS AND CONDITIONS

- 1. <u>APPROVAL</u>: This agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
- 2. <u>AMENDMENT</u>: No amendment or variation of the terms of this agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- 3. <u>ASSIGNMENT</u>: This agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
- 4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
- 5. <u>INDEMNIFICATION</u>: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
- 6. <u>DISPUTES</u>: Contractor shall continue with the responsibilities under this Agreement during any dispute.
- 7. <u>TERMINATION FOR CAUSE</u>: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
- 8. <u>INDEPENDENT CONTRACTOR</u>: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
- 9. <u>RECYCLING CERTIFICATION</u>: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
- NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

- 11. <u>CERTIFICATION CLAUSES</u>: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
- 12. <u>TIMELINESS</u>: Time is of the essence in this agreement.
- 13. <u>COMPENSATION</u>: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
- 14. <u>GOVERNING LAW</u>: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
- 15. <u>ANTITRUST CLAIMS:</u> The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
 - A. The Government Code Chapter on Antitrust claims contains the following definitions:
 - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
 - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
- 16. <u>CHILD SUPPORT COMPLIANCE ACT</u>: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
 - A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

- 17. <u>UNENFORCEABLE PROVISION</u>: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
- 18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
- 19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:
 - A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
 - B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D SPECIAL TERMS AND CONDITIONS

1. <u>EXCISE TAX</u>: The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Contract. California may pay any applicable sales or use tax imposed by another state.

2. <u>STATUTORY AND REGULATORY PROVISIONS</u>

- A. This Contract shall be governed and construed in accordance with all applicable statutory and regulatory provisions including, but not limited to:
 - 1) Title XVIII of the Federal Social Security Act
 - 2) Title XIX of the Federal Social Security Act
 - 3) Chapters 7 and 8 (commencing with Section 14000), Part 3, Division 9, Welfare and Institutions Code
 - 4) Division 3, Title 22, California Code of Regulations (CCR)
 - 5) Health and Safety Code Section 1340 et seg.
 - All applicable Federal provisions which regulate the administration of health care programs and budget revisions, as contained in the Code of Federal Regulations (CFR), Title 42, and Title 45, Part 74, Title 42 United States Code, Sections 1395 et seg. and 1396 et seg.
 - 7) Sub-chapter 13 (commencing with Section 6800), Chapter 4, Part 1, Title 17, CCR; and
 - 8) All other applicable laws and regulations.
- 3. Any provision of this Contract in conflict with the applicable laws and regulations is hereby amended to conform to the provisions of those laws and regulations. Such amendment of the Contract shall be effective on the effective date of the statutes or regulations necessitating it, and shall be binding on the parties even though the amendment may not have been reduced to writing and formally agreed upon and executed by the parties. If, due to amendment in laws of regulations, Contractor is unable or unwilling to comply with the provisions of the amendment(s), State or Contractor may terminate this Contract in accordance with the Termination provision of this Contract.

4. **EXAMINATION AND AUDIT**

- A. Contractor shall allow the State and its related entities, the Comptroller General of the United States, Department of Justice (DOJ), and the Bureau of Medi-Cal Fraud, or their duly authorized representatives, to inspect or otherwise evaluate the quality, appropriateness, and timeliness of services performed under this Contract, and to inspect, evaluate, and audit any and all books, records, and facilities maintained by the Contractor and Subcontractors pertaining to services under this Contract at any time during normal business hours.
- B. Contractor shall be subject to the examination and audit of the State Auditor for a period of three (3) years after final payment under this Contract in accordance with *Government Code, Section 85467.7*. The examination and audit shall be confined to those matters directly connected with the performance of the contract, including, but not limited to, the costs of administering the Contract.
- C. Books and records include, but are not limited to, all physical records originated or prepared pursuant to the performance under this Contract, including working papers, reports, financial records, and books of account, Medical Records, prescriptions files, Subcontracts, and any other documentation pertaining to medical and non-medical services for residents of the Home. Upon request, at any time during the term of this Contract, the Contractor shall furnish any record or copy.
- 5. <u>RESOLUTION OF DISPUTES</u>: The Contractor may dispute and appeal a decision or action by the State arising out of the interpretation or administration of this Contract. A written dispute notice shall be submitted to the Contract Manager within thirty (30) calendar days from the date the Contractor receives notice of the decision or action in dispute.

The Contractor's dispute notice shall state, on the basis of the most accurate information then available to the Contractor, the following:

- A. That it is a dispute pursuant to this Section.
- B. The date, nature, and circumstances of the conduct, which is the subject of dispute.

- C. The names, telephone numbers, function, and activity of each contractor, subcontractor, State official, or employee involved in or knowledgeable about the conduct.
- D. The identification of any documents and the substance of any oral communications involved in the conduct. Copies of all identified documents shall be attached.
- E. The reason why the Contractor is disputing the conduct.
- F. The cost impact to the Contractor directly attributable to the alleged conduct, if any.
- G. The Contractor's desired remedy.
- H. The State and the Contractor agree to try to resolve all contractual issues by negotiation and mutual Contract at the Contract Manager level. The parties recognize that the implementation of this policy depends on open-mindedness, and the need for both sides to present adequate supporting information on matters in question. The Contract Manager in a written decision stating the factual basis for the decision will decide any disputes concerning performance of this Contract. Before issuance of the Contract Manager's decision, informal discussions between the parties by the individuals who have not participated substantially in the matter in dispute will be considered by the parties in efforts to reach mutual Contract.
- The Contract Manager will render a decision or request additional substantiating documentation from the Contractor within thirty (30) days of receipt of the Contractor's appeal. A copy of the decision will be provided to the Contractor. The decision shall be final and conclusive unless, within thirty (30) days from the date of the decision, the Contractor files a written appeal addressed to the Undersecretary, California Department of Veterans Affairs.
- J. The Undersecretary's decision shall be final and conclusive unless the decision is arbitrary, capricious, grossly erroneous or if any determination of fact is unsupported by substantiating evidence. The Undersecretary's decision will be in writing and may encompass facts, interpretations of the Contract, and determination or application of law. The Contractor may, prior to the Undersecretary's decision, present oral or documentary evidence, and arguments in support of the Contractor's appeal. The decision will either:
 - 1) Find in favor of the Contractor, in which case the Undersecretary may:
 - a. Countermand the earlier conduct which caused the Contractor to file a dispute; or
 - b. Reaffirm the conduct and, if there is a cost impact sufficient to constitute a change in obligations pursuant to the payment provisions, direct the State to comply with that Section.
 - 2) Deny the Contractor's dispute and, where necessary, direct the manner of future performance; or
 - Request additional substantiating documentation in the event the information in the Contractor's dispute or appeal is inadequate to permit a decision to be made under paragraphs (1) or (2) above, and will advise the Contractor as to what additional information is required, and establish how that information will be furnished. The Contractor shall have thirty (30) days to respond to the Undersecretary's request for further information. Upon receipt of this additional requested information, the Undersecretary will have thirty (30) days to respond with a decision. Failure to supply additional information required by the Undersecretary within the time period specified above shall constitute waiver by the Contractor of all claims.
 - 4) Attorney's fees and costs for any dispute or subsequent trial shall be borne by the respective parties. Both parties waive trial by jury, and any trial in superior or municipal court shall be by a judge alone. Any litigation arising out of this Contract shall be conducted in a California Court pursuant to California law.
 - 5) Contractor shall continue with the responsibilities under this Contract during any dispute.
- 6. <u>AGENCY LIABILITY</u>: The Contractor warrants by execution of this Contract, that no person or selling agency has been employed or retained to solicit or secure this Contract upon Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.
- 7. <u>POTENTIAL SUBCONTRACTORS</u>: Nothing contained in this Contract or otherwise shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of its

responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them, as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

8. RIGHT TO TERMINATE

- A. The State reserves the right to terminate this Contract subject to thirty (30) days written notice to the Contractor. Contractor may submit a written request to terminate this Contract only if the State should substantially fail to perform its responsibilities as provided herein. However, the Contract can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.
- B. This Contract may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

9. FORCE MAJEURE

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of god such as earthquakes, floods, and other natural disasters such that performance is impossible.

10. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) STANDARDS FOR PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

For the purpose of this contract, contractor shall comply with the federal Health Insurance Portability and Accountability Act (HIPAA), as well as State and Federal requirements for privacy protection. The definitions and obligations required by the HIPAA Standards for Privacy of Individually Identified Health Information (U.S.C. 1320d et seq.), and implementing regulations including but not limited to 45 Code of Federal Regulations parts 142, 160, 162, and 164, hereinafter referred to as the Privacy Rule, remain in force and applicable for access to protected health information, including electronic protected health information.